APPLICATION AND CONTRACT FOR EXHIBIT SPACE

NORTH DAKOTA DEPARTMENT OF CAREER AND TECHNICAL EDUCATION
35th ANNUAL CTE PROFESSIONAL DEVELOPMENT CONFERENCE
August 8-9, 2005

The undersigned exhibitor hereby applies for space in the exhibit area at the 2005 Career and Technical Education Professional Development Conference (formerly All-Service Conference), to be held in the Courtyard of the Ramkota Hotel, Bismarck, North Dakota on August 8-9, 2005. The various options available to exhibitors are presented below along with the specific fees identified for each option.

DEADLINE for booth space is July 18th, 2005

(PLEASE TYPE or clearly print information as you would like it to appear on all printed materials)

Company: _____ Representative & Title:_____

Address: _____ City/State/Zip:_____

Phone & Fax:_____ _____ Email: _____

Website: _____

Additional Representative(s): _____

- - - EXHIBIT SPACE OPTIONS - - -

MINI SUITES: Non-sleeping rooms adjacent to the courtyard with doors opening into the courtyard area. Food, beverages, etc. may be made available in these rooms. However, the cost for these extra services is in addition to the exhibit fee and must be scheduled directly through the Sales Office of the Ramkota Hotel (701-258-7700). There are 15 mini suites available on a first-come/first-served basis and the exhibit fee is $220 for Monday only and $250 for Monday and Tuesday.

EXHIBIT BOOTHS: The exhibit booths are 8' x 10' areas and include your choice of a 4' or an 8' table, 2 chairs, tablecloth, dividers between booths, and a cloth backdrop. There are 28 exhibit booths available on a first-come/first-served basis and the exhibit fee is $190 for Monday and $220 for Monday and Tuesday.

EXHIBIT SPACE REQUEST AND METHOD OF PAYMENT: (please check one)
 Payment must accompany your registration to reserve your booth.

We are requesting ___1 ___2 MINI SUITES at $220 each for MONDAY <u>ONLY</u>
 ___1 ___2 EXHIBIT BOOTHS at $190 each for MONDAY <u>ONLY</u>

We are requesting ___1 ___2 MINI SUITES at $250 each for MONDAY <u>AND</u> TUESDAY
 ___1 ___2 EXHIBIT BOOTHS at $220 each for MONDAY <u>AND</u> TUESDAY

☐ Check # _____is enclosed for $ _____. *Make checks payable to Career &Technical Ed.*
☐ Please charge my credit card: Master Card   Visa
   Card # _____   Expiration Date: _____

Authorized Signature (required): _____

<div align="center">**EXHIBITOR PREFERENCES:**</div>

Table size: **1 - 4' table:** _____   **1 - 8' table:** _____

Additional requests: (please check as appropriate)
*Note: (Hotel is **NOT** able to supply extension cords for all – please **bring your own**.)*

_____ power source   _____extra 4' table   _____ extra 8' table

_____ Internet Connection (limited number available)   other_____
      Note: phone service is available in all mini-suites.

STAMPING PROCEDURE: Please check one of the following:

_____ I would like to participate in the "STAMPING" procedure (Monday, August 9th)

_____ I would **NOT** like to participate in the "STAMPING" procedure

DESCRIPTION:
Please provide a short statement describing your firm's services or products.

_____

_____

_____

_____

RETURN FORM WITH PAYMENT TO:

<div align="center">

Debra Huber, Conference Exhibit Host
North Dakota State Board for Career and Technical Education
State Capitol - 15th Floor
600 East Boulevard Avenue
Bismarck, ND 58505-0610
Phone: (701) 328-2678
Fax: (701) 328-1255
Email: dehuber@state.nd.us

Thank you!!

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<div align="center">**------For ND Department of Career and Technical Education Use Only ------**</div>

Authorized by NDCTE Representative   **Date**

_____   _____